



# City of Tukwila

## City Council

### Tukwila City Council Work Session Agenda: *Public Safety Plan*

**Tuesday January 10, 2017**

**5:30pm to 7:30pm**

Council Chambers

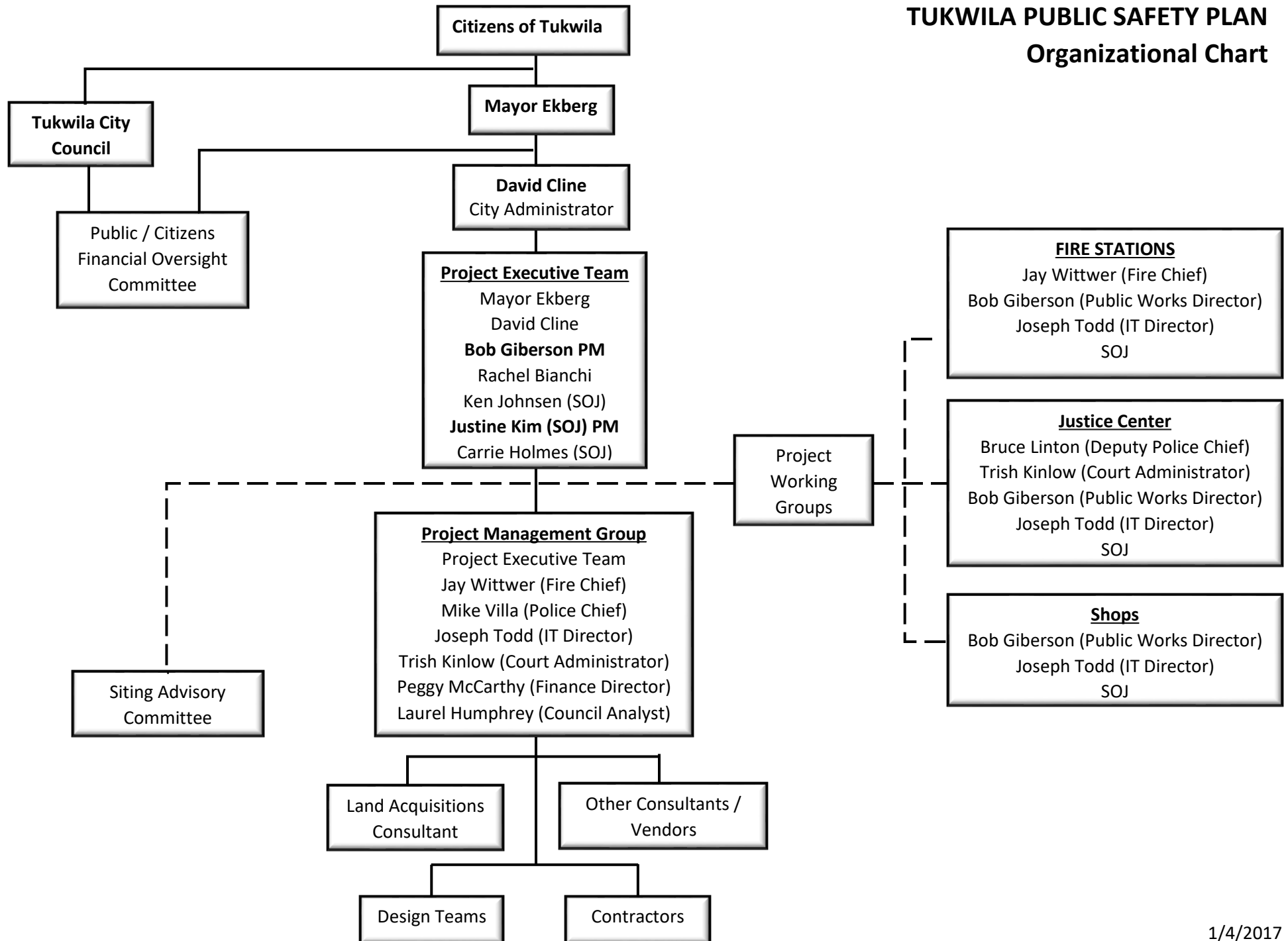
6200 Southcenter Blvd

Tukwila, WA 98188

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- 1) Call to Order and Welcome, Council President Robertson**
    - i. Information, process, decision
  - 2) Introductions**
  - 3) Meeting Goals, Review Agenda and Binder**
  - 4) Project Organization**
    - i. Organizational Chart
    - ii. Financial Oversight Committee Charter
    - iii. Siting Advisory Committee
  - 5) Schedule Review**
    - i. General Overview Review (Milestones for site selection, design, construction, council decision points and public input milestones)
  - 6) Site Selection Process Outline**
  - 7) Design**
    - i. Phases: Schematic, Design Development, Construction Documents
    - ii. One Design Team for all three Fire Stations
  - 8) Construction**
    - i. Delivery Methods: Design/Bid/Build, General Contractor/Construction Manager (GC/CM), Design Build, 63-20
  - 9) Budget Review**
    - i. Project Budget Summary
    - ii. Major Budget Categories
  - 10) Project Risks:** Escalation, Decision making process, Program Contingency
  - 11) Councilmember Decisions**
    - i. Architect contract approval
    - ii. Contractor preconstruction contract approval
    - iii. General Contractor/Construction Manager (GC/CM) application to State Agency
    - iv. Construction contract approval
    - v. Site Selection
    - vi. Project budget changes
  - 12) Next Steps**
    - i. Siting Advisory Committee Framework (January)
    - ii. Site Selection Process (February)
    - iii. Financial Oversight Committee Selection (February)
    - iv. Open House (March)
    - v. Architect Selection (March)
  - 13) Discussion, Councilmembers**
  - 14) Adjourn**

# TUKWILA PUBLIC SAFETY PLAN

## Organizational Chart





# City of Tukwila

Washington

Resolution No. 1892

## **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING A CHARTER FOR THE PUBLIC SAFETY BOND FINANCIAL OVERSIGHT COMMITTEE.**

**WHEREAS**, the City Council has determined that it is in the best interest of the City to implement its Public Safety Plan, which includes a voter-approved bond to replace three seismically-deficient fire stations, guarantee funding for critical fire apparatus and equipment, and construct a justice center to house the Police Department and the Municipal Court; and

**WHEREAS**, on August 1, 2016, the City Council adopted Ordinance No. 2509, providing for submission to the voters of the City on November 8, 2016, a proposition authorizing the issuance of general obligation bonds for the purpose of paying a portion of the cost of the Public Safety Plan; and

**WHEREAS**, outreach on the proposed Public Safety Plan revealed significant community support for public safety staff and funding, along with a desire for an independent oversight mechanism; and

**WHEREAS**, oversight of the City's finances is the ultimate responsibility of the City Council, given to them by the voters of the City of Tukwila, as set forth by State law and no independent oversight committee can supersede that fiscal authority; and

**WHEREAS**, in response to direction from the community the City Council desires to establish an additional mechanism that will increase accountability, transparency and public confidence that funds will be spent as stated; and

**WHEREAS**, Ordinance No. 2509 provides for the establishment of a Financial Oversight Committee should the Public Safety Plan ballot proposition be approved by the qualified voters of the City of Tukwila; and

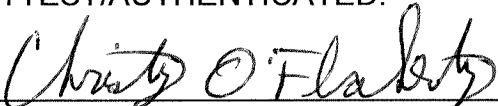
**WHEREAS**, if the ballot proposition submitted by Ordinance No. 2509 is approved by the qualified voters of the City of Tukwila on November 8, 2016, the Council desires to have in place a framework for appointing an independent oversight committee within six months;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

The City Council is dedicated to accountability and transparency in the expenditure of bond proceeds and adopts a Charter for the Public Safety Bond Financial Oversight Committee (attached as Attachment A) to be effective December 1, 2016 should the Public Safety Bond ballot measure be approved by voters at the November 8, 2016 General Election.


PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this 3rd day of October, 2016.

ATTEST/AUTHENTICATED:

  
Christy O'Flaherty, MMC, City Clerk

  
Joe Duffie, Council President

APPROVED AS TO FORM BY:

  
Rachel B. Turpin, City Attorney

Filed with the City Clerk: 9-28-16  
Passed by the City Council: 10-3-16  
Resolution Number: 1892

Attachment A: Charter of the Public Safety Bond Financial Oversight Committee



**CHARTER**  
**of the City of Tukwila**  
**Public Safety Bond**  
**Financial Oversight Committee**

Adopted by Resolution No. 1892



## **CHARTER of the City of Tukwila Public Safety Bond Financial Oversight Committee**

### **1. Background – Public Safety Bond**

On November 8, 2016, voters of Tukwila will be asked to approve issuance of general obligation bonds not to exceed \$77,385,000 to pay for:

- Replacement of three seismically-deficient fire stations (Stations 51, 52 and 54)
- Guaranteed funding for fire equipment and apparatus for the life of the 20-year bond
- Construction of a Justice Center to house the Tukwila Police Department and Municipal Court.

### **2. Charter Purpose**

Pursuant to Ordinance No. 2509 the City Council will appoint a Public Safety Bond Financial Oversight Committee within six months if the ballot proposition is approved by the qualified voters of Tukwila at the November 8, 2016 election. The purpose of this Charter is to serve as the framework for the Financial Oversight Committee ("Committee"). The City Council may amend this Charter as necessary or appropriate.

### **3. Committee Purpose**

As the City's legislative body, oversight and control of the City's finances is the responsibility of the City Council, all seven of whom are held accountable by Tukwila voters. The purpose of this Committee is not to supersede the fiduciary authority of the Council, but to independently represent taxpayers concerning the City's expenditure of revenues received from the sale of general obligation bonds. The Committee shall review the allocation of bond proceeds and progress on achieving the purposes of the Public Safety Bond, and shall report at least semi-annually to the City Council and the public on the same. The Committee will help ensure that the community remains informed about new public safety construction projects. The Committee will not be engaged in facility design or construction oversight.

### **4. Committee Responsibilities**

- Review periodic reports provided by the City regarding status of construction projects, bond expenditures, project schedules, and timelines of bond projects.
- Verify effective and efficient use of bond proceeds and compliance with the purposes of the Public Safety Bond.
- Review efforts by the City to maximize bond revenues by balancing best value, quality, and efficiency in meeting the City's goals and priorities.
- Review copies of all other bond reports provided by the City or requested by the Committee.

*(continued...)*



## **CHARTER of the City of Tukwila**

### **Public Safety Bond Financial Oversight Committee**

#### **4. Committee Responsibilities *(cont.)***

- Review copies of any performance or financial audits of the City's bond programs to ensure that appropriate action is being taken to remediate any identified deficiencies.
- Prepare and communicate findings and recommendations for improvement via a periodic (at least semi-annually) independent report to the City Council and the public.
- Review this Charter annually and recommend revisions to the City Council.
- Approve Committee meeting minutes.
- Approve reports and other Committee communications.

#### **5. Committee Structure and Membership**

The Committee shall include 5 members comprising 2 residents, 2 members from the business community, and 1 at-large member. The City Council will appoint all members of the Committee.

Members shall serve for terms of two years without compensation, although in order to have staggered terms, 1 resident and 1 business representative will initially be appointed for three years and thereafter all terms of appointment will be for two years. Members may be reappointed for additional terms.

No employee or official of the City of Tukwila shall be appointed to the Committee. No vendor, contractor, or consultant of the City of Tukwila who is in any way involved in the public safety construction projects shall be appointed to the Committee.

The Committee shall continue in existence for the economic life of the Public Safety Bond.

#### **6. Appointment Process**

The City will advertise broadly the opportunity to serve on the Committee. Interested individuals may apply by completing the City's Boards and Commissions application form available on the City website. Applications will be reviewed by a standing Committee of the City Council which will make a recommendation to the Committee of the Whole. Volunteers for City Boards, Commissions, and Committees are subject to a background check.



## **CHARTER of the City of Tukwila**

### **Public Safety Bond Financial Oversight Committee**

#### **7. Bylaws**

The Committee shall adopt bylaws regarding its internal organization, including the following:

- A provision for electing a Chair and a Vice-Chair, as well as any other officers deemed necessary by the Committee.
- All meetings will be open to the general public.
- A majority of active members shall constitute a quorum.
- Reports and/or recommendations to the City Council must be approved by a majority of active members of the Committee.
- Written minutes of all meetings of the Committee shall be composed.

#### **8. Meetings**

The Committee shall determine its meeting schedule according to the flow of information to evaluate, no fewer than two times per year. Members are expected to reliably attend and participate in meetings. If a member fails to attend two or more meetings without cause, the Committee shall define the member as inactive and inform the Council of its action.

#### **9. City Support**

The City will provide the Committee with reasonable technical and administrative assistance, including:

- Provision of timely reports that will describe proposed projects, costs, contingency, and schedule.
- Provision of other documents such as financial statements, investment reports, contracts, budget amendments, bid awards, or other reports requested by the Committee.
- Provision of a meeting room.
- Provision of space on the City website and Digital Records Center for public access to agendas, minutes, reports, and any other relevant information.
- Preparation and distribution of meeting agendas and minutes.





## **CHARTER of the City of Tukwila**

### **Public Safety Bond Financial Oversight Committee**

#### **10. Ethics Policy**

Committee members shall be bound by Tukwila Municipal Code Chapter 2.95, Code of Ethics for Employees and Appointed Officials.

The Committee serves the general interest of the public and not any personal or special interest.

Committee members are required to sign a conflict of interest statement and to disclose any potential conflicts that may arise in the course of their service.

#### **11. Member Termination**

The City Council retains the right to remove a Committee member for specific reasons such as, but not limited to:

- The member has been declared inactive due to missing two or more meetings without cause.
- The member has been found to violate a provision of the Code of Ethics (TMC Chapter 2.95).

If a member is removed from the Committee, the community will be notified of the vacancy and the City Council will appoint another qualified person to the Committee per the process outlined in Section 6 of this Charter.

**City of Tukwila**  
**Public Safety Bond**  
**Siting Advisory Committee**  
**Overview**

**Summary**

The Tukwila City Council and Administration share the common goal of ensuring robust community engagement regarding the siting of the facilities included in the Public Safety Plan. As such, the City will appoint and staff a Siting Advisory Committee that will provide advice to City officials throughout the siting process, particularly with regard to the Justice Center. While fire station locations are data-driven to ensure optimum response times, and while the Public Works facility will be constrained by acreage and zoning requirements, these facilities can also benefit from the Siting Advisory Committee. It is important to note the distinction between the Siting Advisory Committee and the Financial Oversight Committee, which has a different role as formally defined in Ordinance 2509 and Resolution 1892.






**Responsibilities**



The Siting Advisory Committee will meet regularly to review and provide strategic advice on outreach efforts, as well as to review feedback gathered from the community and verify that major themes are incorporated into siting decisions. Members are encouraged to participate in additional community and Council meetings throughout the siting process.

## TUKWILA PUBLIC SAFETY PLAN FACILITIES PLAN

### Project Schedule

[illegible]

-  site selection
-  program
-  design and permitting
-  bidding and construction
-  move-in/occupancy

 completed  
 public outreach

COUNCILMEMBER DECISIONS		
(A)	Architect Contract Approval	(D) Site Selection
(B)	Contractor Pre-Con Contract	(E) Project Budget Changes
(C)	Contractor Construction Approval	(F) Bond Sale #2
		(G) GC/CM CPARB

## TUKWILA PUBLIC SAFETY PLAN Proposed Site Selection Process

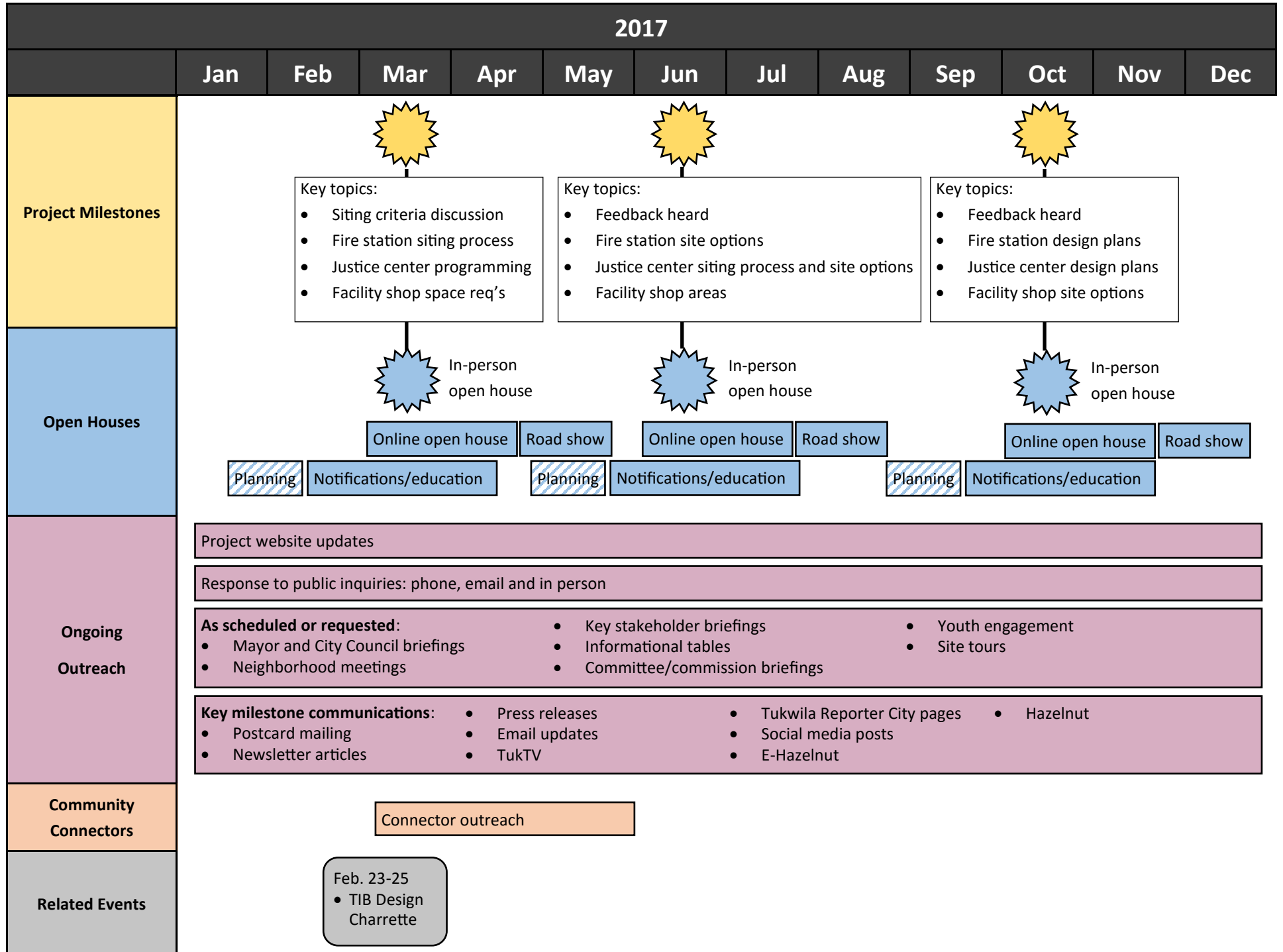
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### SITE SELECTION PROCESS OVERVIEW

1. Site Criteria – what does the building need to do? We need a set of city criteria for each facility. We will consult:
  - a. Internal Experts – what does the city staff need the building to do for them?
    - i. How best to serve core functions – minimum requirements
    - ii. How to enhance the provision of city services – non-essential but beneficial additional features
  - b. External Experts – what role does the community want this building to serve?
    - i. In addition to its core function, does it:
      1. Enhance the neighborhood?
      2. Provide for community uses?
      3. Attract economic development?
      4. Create a sense of civic pride?
      5. Provide a gathering place?
      6. Create the beginnings of a downtown?
  - c. Elected Leaders – what policy considerations should guide site selection?
    - i. Cost
    - ii. Geographic equity
    - iii. Neighborhood distribution
    - iv. Goals for response times and public accessibility
    - v. Opportunity to shape city's identity
    - vi. Part of economic development strategy
    - vii. Creation of a Civic Center/Campus
  - d. Each facility will have a Program that articulates the core functional requirements of the project.
  - e. The Program and Community/Elected objectives will inform set of selection criteria, against which we measure potential sites.
2. Site – where does the building need to go?
  - a. Community desires and core functions will point to particular geographic areas of the city
  - b. Overlay these with service-driven polygons (fire stations)
  - c. Begin to identify parcels of appropriate size and approximate location.
  - d. Score sites against Council-approved criteria
3. Acquisition Process
  - a. Develop budget for each parcel acquisition – Council sign-off?
  - b. Consider engaging broker – discussion with City Administration
  - c. Use criteria scoring to narrow list
  - d. Initiate negotiations on short list of properties.
  - e. Administration brings to Council recommended sites for final approval.

# Tukwila Public Safety Bond Outreach Schedule

2017



## **TUKWILA PUBLIC SAFETY PLAN**

### **Phases of Design**

#### **Programming**

- Research and decision making process that identifies a scope of work to be defined.
- Synonyms include “facility programming”, “functional and operation requirements” and “scoping”.
- Identifying the scope of the design problem prior to the beginning of design, intending to solve the problem.

#### **Schematic Design Phase**

- Initial design scheme that seeks to define the general scope and conceptual design.
- Includes rough sketches of interior layout and exterior design.

*Informational Presentation for Council at completion of Schematic Design*

#### **Design Development Phase**

- Furthering schematic design decisions through a clear and coordinated description of all aspects of the design including Architectural, Mechanical, Plumbing, Electrical and Fire Protection Systems to create a basis for the preparation of construction documents.
- Construction Manager assists Owner and architect in determining potential cost savings, energy efficiency, and constructability improvements.
- At the end of the design development phase the architect will provide the client with drafted to-scale drawings that will illustrate the project as it would look when it's constructed. These drawings will very specifically define the site plan, floor plans and exterior elevations.

#### **Construction Documents Phase**

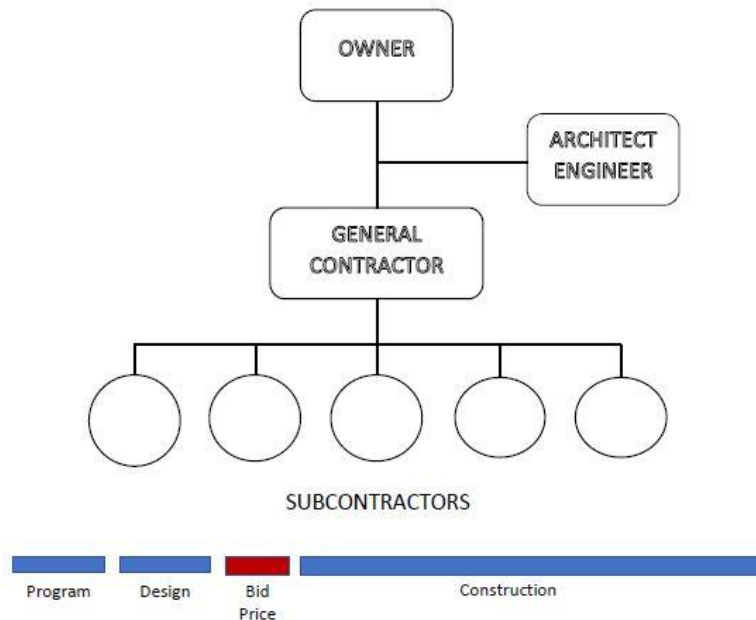
- Documents at the final level that detail requirements for the construction of a building project, consisting of Drawings and Specifications.
- Drawings are the illustrative component of construction documents, whereas Specifications are written requirements pertaining to building materials, equipment, and construction systems that outline the standards to be met in the construction of a project.

#### **Construction Administration Phase**

- Period during construction where the Owner's Representative, Architect, Engineers oversee construction to ensure conformity to construction drawings, specifications, and standards.

# CONSTRUCTION DELIVERY METHOD COMPARISON

## TRADITIONAL (DESIGN-BID-BUILD)



### Description

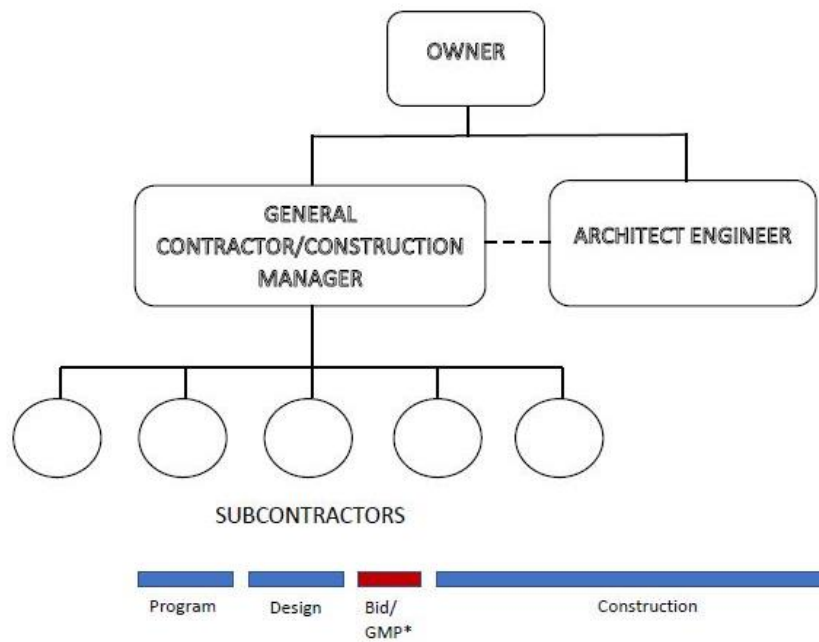
This is the traditional way facilities have been delivered throughout the 20th century. The owner hires an architect to design a facility in response to the owner's program requirements. The architect prepares construction drawings and specifications, which exactly define the scope of work. The drawings and specifications are used to select a general contractor, typically on the basis of low bid.

#### DBB Examples:

- SCORE Jail Project
- Smaller Seattle Public Schools Projects

# CONSTRUCTION DELIVERY METHOD COMPARISON

## GENERAL CONTRACTOR / CONSTRUCTION MANAGER (RECOMMENDED)



\*Guaranteed Maximum Price

### Description

A construction manager is hired early in the process as a collaborative team member. Because the project isn't fully designed when construction begins, the construction manager typically provides construction services on a cost plus fee basis. To ensure the project will be completed within the owner's budget, the construction manager also provides a guaranteed maximum price (GMP). The construction manager is responsible for costs in excess of the GMP that are not due to changes in the original scope of work.

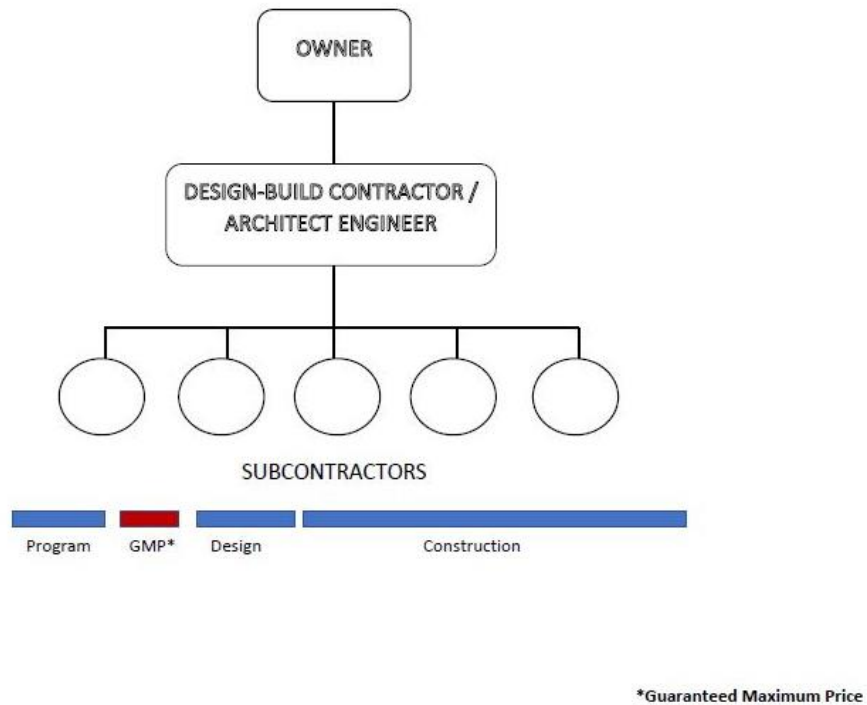
### GC/CM Examples:

- Sound Transit Projects
- King Street Station
- University of Washington Projects
- Larger Seattle Public Schools Projects



# CONSTRUCTION DELIVERY METHOD COMPARISON

## DESIGN-BUILD



### Description

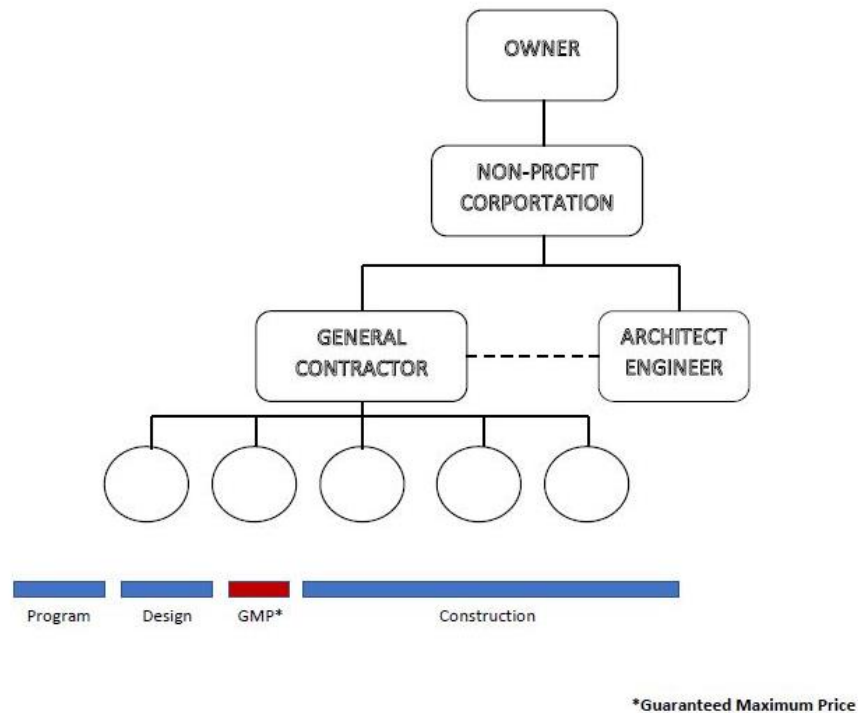
With design-build, one company provides both design and construction services. There is a single point of accountability for all project related issues. The design-builder may provide design and construction services using in-house resources or may subcontract for these services through third party providers.

### DB Examples:

- WSDOT Projects
- Projects with simple program/design

# CONSTRUCTION DELIVERY METHOD COMPARISON

63 - 20



## Description

The Owner develops a Project Program. They then enter a 30 year contract with a Non-profit corporation who will manage the design and construction of the project. The Owner then leases the property back from the Non-profit over the course of that 30 year contract.

63 - 20 Examples:

- King Street Center / King County Metro Project




# City of Tukwila - Public Safety Plan Conceptual Budget Summary YOE \$ (in thousands)

1/10/2017

## PUBLIC SAFETY PLAN - FUNDING

YEAR OF EXPENDITURE (YOE) SUMMARY						
Project	UTGO	Impact Fees	General Fund	Enterprise Funds	Total	
<u>Facilities</u>						
Public Safety Building	\$ 28,629	\$ -	\$ -	\$ -	\$	28,629
Fire Stations (51, 52, 54)	18,824	4,750	858	-	\$	24,432
Public Works Shops	-	-	14,747	14,746		29,493
FACILITIES TOTAL	\$ 47,453	\$ 4,750	\$ 15,605	\$ 14,746	\$	82,554
Apparatus/Equipment	\$ 29,932	\$ -	\$ -	\$ -	\$	29,932
PLAN TOTAL	\$ 77,385	\$ 4,750	\$ 15,605	\$ 14,746	\$	112,486

 indicates voter approved

## PUBLIC SAFETY PLAN - FACILITIES

as of December 31, 2016

Fire Station Program						
Project Budgets (in YOE \$)	Public Safety Building	FS 51	FS 52	FS 54	City Shops	TOTAL
<u>Category</u>						
A/E Services (both design & CA)	\$ 1,616	\$ 731	\$ 356	\$ 464	\$ 869	\$ 4,037
Land Acquisition	6,000	0	653	862	6,000	13,516
Permits/Fees	440	255	89	116	522	1,421
Construction (pre-con, const & tax)	16,195	7,809	3,278	4,273	19,202	50,758
Construction Related Costs	1,064	1,047	438	551	425	3,526
PM Services (incl Other Professional Svcs)	1,114	460	297	397	348	2,615
Contingency (incl Construction & Project)	2,199	1,145	546	665	2,127	6,682
TOTAL	\$ 28,629	\$ 11,446	\$ 5,657	\$ 7,329	\$ 29,493	\$ 82,554